

The 8th Bn (PS) is responsible for the conduct of all training scheduled under School Code A805. The Bn Headquarters is located at Ft Dix, NJ but the unit conducts training at numerous locations throughout New England, New York, and New Jersey.

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Training NCO - SFC Hill
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Battalion Commander: LTC Lee A. Gallagher (ext 4867)
Battalion CSM: CSM Clifton Mapp

Title XI (AC POC 42A) - MSG William Cartagena (ext. 4861)
(AC POC 44C) - Vacant

ANNUAL TRAINING 2007

Welcome to the 8th Personnel Services School Battalion for Region A. Annual Training for TY 2007 will be conducted at Fort Dix, NJ. Effective 1 Oct 00, all soldiers reporting for training must report no earlier than 1000 hours and no later than 1700 hours on the report date indicated. ATRRS C3 screens provide the reporting, start and end dates for each class. Students will report to Building 5428, Delaware Ave, Fort Dix, NJ. In-processing for all classes will be conducted in PT Uniform (shorts, t-shirt; sweats are optional) **SPANDEX WILL NOT BE WORN DURING INPROCESSING.** Students are required to bring 7 sets of orders and all amendments (if applicable) to in-processing. If orders have incorrect information, student must bring supporting documentation to verify any change (promotion, SSN, etc) **STUDENTS SHOULD NOT TRAVEL WITHOUT ORDERS.**

RESERVATIONS/WAIT STATUS: Soldiers should consult **their unit** to ensure they have a valid reservation for the class. Maximum class sizes indicate that the school can't handle a student load above that number. Soldiers in a wait status may be enrolled but only if maximum class size will not be exceeded.

TRANSPORTATION: Students who use commercial air to get to Fort Dix will fly to Philadelphia Int'l Airport. There is a shuttle services available to get from the airport to Fort Dix.

(1) RAPID ROVER: (800-322-8062) Students are "not" required to pay for this service. Give a copy of your orders to the driver in lieu of payment.

BILLETING/MEALS: Military billeting is available at no cost to students of the school. Dining facilities on post provide meals at no cost during AT to enlisted soldiers of the ARNG and USAR. AGR/AC soldiers receiving separate rations are required to pay for meals.

EEO/Sexual Harassment: The 8th Bn (PS) supports all Army regulations and policies concerning Equal Opportunity and the Prevention of Sexual Harassment (POSH). Violations will be reported through the student chain of command to the student class leader, instructor, EEO officer, or the battalion commander.

UNIFORM: BDU/ ACU are the appropriate uniform for classes.

PHYSICAL FITNESS TRAINING: Physical Fitness training will be conducted in the appropriate Army Physical Fitness Uniform (PFU). NO CIVILIAN JOGGING SUITS ALLOWED. Soldiers with profiles precluding/limiting participation will bring DA Form 3349 to every session. Soldiers with P3/P4 profiles must also bring a copy of the Military Medical Review Board (MMRB) results to in-processing. Soldiers with a temporary profile are denied enrollment in NCOES, IAW Army regulations.

PREEXECUTION CHECKLIST: TRADOC Regulation 350-18 requires each student to report to the school with a Pre-Execution Checklist, dated 1 Oct 04; earlier editions WILL NOT be accepted. IAW TRADOC Regulation 350-18, the Pre-Execution Checklist must be signed by the UNIT COMMANDER, or his/her representative, and the SOLDIER. **If signed by a representative, the soldier MUST bring a copy of the signature authority memorandum to in-processing.** Soldiers reporting without the checklist or supporting documents are subject to return to unit of assignment. Copies of Pre-execution checklists will be provided with the Welcome Letter sent to soldiers with confirmed reservations 45 days prior to class start date. Quota Source Mgr/Unit ATRRS personnel should ensure that units are aware of this requirement should an application for attendance be approved less than 45 days prior to class start date.

You may direct any questions to ATRRS Email: A805, to SFC Hill at jeanette.hill1@us.army.mil or Mr. DeJesus at jesus.dejesus@usar.army.mil

EQUIPMENT: All soldiers should bring a 3-ring binder, paper (for note taking), pens and pencils, highlighter, ID Card & Tags. Students for the 44C10, 42A30, 42A40 course should bring a calculator in addition to the aforementioned items.

COURSE PREREQUISITES: This school house (SH) file contains prerequisites for each course the 8th Bn (PS) conducts. If you have any questions contact the unit POC for further information.

DEPARTURES: Flight reservations should not be planned for departure prior

to 1200 hours on the final day of training.

/original signed/
LEE A. GALLAGHER
LTC, AG, USAR
Commanding

STUDENT HANDBOOK

MISSION

The mission of the 8th Personnel Services (PS) Battalion is to train tomorrow's leaders to fight and win on the modern battlefield. As part of The Army School System (TASS), we "train as we fight." We accomplish our mission by offering Training and Doctrine Command (TRADOC) approved instruction in various Noncommissioned Officer Education Professional Development (NCOES) courses, and Military Occupational Specialty (MOS) reclassification training.

PURPOSE

1. The purpose of this Student Handbook is to inform all students attending courses at the school of expected standards. It should be kept with the student throughout his or her stay.
2. The content covered in this document addresses both NCOES and MOSQ. Since both types of courses often have differing requirements and standards, these will be noted. In the absence of any notation, the topic will apply to both.

GENERAL

1. The information contained herein conforms to the policies, standards and guidelines set forth in Army Regulations (AR) as well as those developed by the US Army Sergeants Major Academy (USASMA) for NCOES and proponent schools for MOSQ courses.
2. Students must thoroughly familiarize themselves with all aspects of this handbook.
3. The 8th BN (PS) prides itself on the use of the NCO support channel. A student chain of command will be designated by the course manager/instructor of each class.

4. The school uses only TRADOC approved Programs of Instruction (POIs) for all NCOES/MOSQ courses taught. All instruction will follow the POI and all appropriate regulations (TR 350-18 and TR 350-70).

ATTENDANCE REQUIREMENTS (NCOES/MOSQ)

1. Students must attend all training in order to graduate. Any exception must have the approval of the class instructor and command staff. Equivalent Training (ET) for scheduled assemblies is not authorized.
2. Students must notify the course instructor as soon as possible when and if an attendance problem is identified as such. Failure to notify the instructor will result in an unauthorized absence and possible dismissal from the course.
3. All make-ups for missed training are the responsibility of the individual student, with approval of the course instructor. Make-up training sessions will also comply with all policies and regulations.

ACADEMIC REQUIREMENTS

1. Academic performance is a critical part of all courses conducted at the school. Failure to maintain academic standards will result in formal counseling, possible dismissal, and negative comments on Academic Evaluation Report (AER) DA Form 1059, IAW AR 623-1.
2. The current testing policy for NCOES/MOSQ allows for the examination, retraining, and one re-test on all subjects tested. Failure on primary/critical examination(s) may result in a negative comment on DA Form 1059.
3. Examinations are strictly controlled according to current regulation and policy. At no time will students be given a copy of the examination(s) before or after the test. A Test Review (TR) will be conducted following each exam so students can identify those questions missed.
4. Students may not receive any help on examination(s), unless specifically allowed by the POI. At no time will a student be administered a written examination orally.

STUDENT DEVELOPMENT AND EVALUATION (NCOES)

1. Leadership development is the primary goal of the school. Students are continually evaluated on performance in leadership positions. Failure to demonstrate effective leadership skills may result in dismissal from the course (reference Course Manager's Guide and AR 350-1 para 3-18).

2. Leadership is best learned through practice. Instructors will give students opportunities to apply and practice principles learned in class in a realistic setting whenever possible. At no time will training be degrading in nature. Our goal is to mentor and teach, not degrade students.

3. Physical training is normally student led and is not designed to be a punishment. It is part of the POI and teaches soldiers how to conduct PT at the unit level. The Army Physical Fitness Uniform (APFU) will be required for daily fitness training (shorts, t-shirts, running shoes, and warm-up suits, if weather requires).

4. The course managers and instructors constantly evaluate students in all aspects of leadership through written evaluation reports, written examinations, informal and formal counseling, and on-the-spot corrections. All formal counseling (positive, as well as negative) will be recorded on DA Form 4856, General Counseling Form. The student has the right to appeal any counseling action that he/she feels is not justified. Students who fail a primary test will immediately be counseled and informed of possible actions that may result. All forms of evaluation will be included in the student's training folder.

5. All courses will use the platoon organization structure. Instructors will designate Student Class Leaders. Instructors will evaluate student performance in each leadership position and provide written results to the student. Students occupying positions of leadership will be accorded the respect of the position held. **School staff** are in positions of authority at all times. Insubordination and failure to follow orders from Class Leaders or Staff are considered to be unacceptable behavior.

6. Class Leader duties are as follows:

- Forms the Platoon for all formations.
- Marches the platoon to and from classrooms and barracks.
- Renders proper and accurate reports.
- Monitors student attendance during school hours.
- Ensures cleanliness and uniformity of barracks and classrooms.
- Ensures proper policing of all areas of responsibility.
- Conducts physical fitness training under the guidance of the 1SG.
- Maintains control and discipline within the platoon.
- Dismisses the platoon on the order of the Instructor.
- Carries out all lawful directives.
- Ensures that the platoon is at the proper training area on time, in proper uniform and with the proper equipment.
- Properly briefs new Class Leader when relieved

7. The school will provide each student with an AER (DA Form 1059) on graduation day. Blocks 13, 14, and 15 will be marked with student performance. Block 16 will contain supporting comments for all entries in 13, 14, and 15.

8. All interactions and relations between students and school staff will be strictly professional and non-familiar. FRATERNIZATION IS NOT PERMITTED. ALL CONDUCT WILL BE IAW AR 600-20.

9. Discipline is designed to enforce the high standards of the 8th BN (PS). Disciplinary action may consist of on-the-spot corrections, informal and formal counseling (using DA Form 4856), or school board action.

TERMINATIONS AND APPEALS

1. A student may be dismissed from a course by the 8th BN (PS) School for the following reasons:

- Unauthorized absence from scheduled training.
- Disciplinary reasons and/or misconduct.
- Academic deficiency (failing a primary examination and failing a retest).
- Leadership deficiency (NCOES).
- Physical limitations or profile.
- Lack of Motivation.
- HONOR CODE VIOLATION.

2. A student has the right to appeal termination actions. The appeal process must be initiated within 48 hours of notification of termination. Students will be notified in writing of the appeal process.

HONOR CODE (NCOES/MOSQ)

1. As professionals, Noncommissioned Officers must adhere to high moral and ethical standards. We call this the "Honor Code" and failure to live up to this code may result in dismissal from the course.

2. The principles of the Honor Code are:

- The student always tells the truth and keeps his/her word.
- The student is honest in all efforts; he/she does not cheat or lie.
- The student will not be insubordinate or employ evasive statements.
- The student respects the property of others and the U.S. Government.
- The student's word or signature is his/her bond.
- The student is duty bound to report any breach of the honor code.
- The student respects the race, culture, religion and sex of others.

INSPECTIONS

1. Students must be prepared for inspection at all times. All discrepancies identified will be corrected as soon as possible.

2. Barracks will be inspected daily. Quarters for students must be neat and clean. Inspection of barracks will focus on floors, windows, walls, latrines, lockers, trash containers, personal equipment, and policing of grounds.
3. Students will have an in-ranks inspection on a daily basis by the Class Leader, 1SG, or the Instructor IAW the POI. The object of the inspection is to teach students what to look for in personal appearance, state of uniforms, and condition of equipment.

APPEARANCE, WEIGHT STANDARDS, AND MILITARY COURTESY

1. All personal uniforms are expected to conform to AR 670-1. Uniforms will be clean, serviceable, well-fitting and properly pressed. Boots and shoes will be clean and polished. Badges, tapes and insignia will be correctly worn on uniforms. All personnel will maintain the highest appearance, hygiene and grooming IAW AR 670-1.
2. All soldiers must report to the school in compliance with the Army Weight Control Standards outlined in AR 600-9 to attend ANCOC or BNCOC. A weigh-in will be conducted during in-processing and students not in compliance will immediately return to their units. **Soldiers attending DMOSQ course who do not meet the standards of AR 600-9 are allowed to attend course.** Soldiers who meet academic course requirements but fail body composition standards will receive DA Form 1059 with Items 13., C. Blocked marked “marginally achieved course standards” and item 16 containing the statement, “13., C.: Soldier met academic requirements and is eligible for awarding of specified MOS, But failed to meet body composition standards of AR 600-9.”
3. Customs and courtesies of the Army will be observed at all times, both on and off duty. Students are expected to render all proper military courtesies. Officers will receive proper salutes, and senior noncommissioned officers will receive proper recognition.

SAFETY, FIREARMS AND AMMUNITION

1. Installation fire and safety regulations will be observed at all times. Safety violations will be reported to the School Safety Officer.
2. **SMOKING IN ANY BUILDING ON POST IS PROHIBITED.** Smoking is permitted in designated areas only, and is not permitted in classrooms or military vehicles.
3. No electric hot plates, air conditioners, or other electrical appliances will be used in any building, unless already part of the permanent building.
4. Students must evacuate all classrooms when a fire drill alarm sounds. Fire drills may be conducted at the discretion of the facility manager or instructor.

5. No privately owned firearms or other weapons will be brought onto any installation.

TELEPHONES

1. Military telephones are FOR OFFICIAL USE ONLY, and their use is restricted.
2. Personal calls may be made from pay phones, but they must not interfere with training, formations, study periods, or any other school activity.
3. Public phones are located outside the barracks area. Use of third party billing, or acceptance of incoming collect calls on official telephones is strictly prohibited.
4. Cell phones are permitted before and after the duty day and during break periods. Cell phones will be turned off during ALL training periods. Any phone NOT turned off during training periods will be confiscated and returned to the soldier at the end of the duty day.

GIFTS AND FUND RAISING

1. Staff members are prohibited from accepting gifts or gratuities from any student(s). A gift on behalf of the class to the 8th BN (PS) is acceptable.
2. The raising of funds for class activities through donations must be strictly voluntary. The use of lotteries is not authorized.

MEDICAL CONDITIONS / SICK CALL

1. The 1SG will provide the Sick Call time and location at the beginning of the course .
2. Any change in a student's medical condition must be immediately reported to the 8th BN (PS) Instructor or Staff during duty hours, and to the Staff Duty Officer / NCO or CQ during off duty hours.
3. The student is responsible for keeping the course manager informed of all medical changes and for providing the school with proper medical documentation specifically stating the ability and/or inability to continue training.
4. The documentation must be provided prior to any scheduled training. Failure to report medical changes to the School may result in dismissal from the course. Documentation referenced includes any profiles issued before and during the course. A copy of the profile must be in the student's possession at all times.

PRIVATELY OWNED VEHICLES (POV'S)

1. Vehicle occupants will wear seat belts at all times.
2. All POV's will have temporary and permanent decals obviously displayed at all times.
3. Personnel bringing POV's must possess a valid State driver's license, registration and insurance card. All motorists will observe appropriate regulations regarding speed limits and parking areas.
4. All students will park in designated parking areas only. Failure to park in designated areas may result in the receipt of local parking citations, and possible towing, at student expense.

QUESTIONS

Questions pertaining to this student hand book should be directed through the chain of command to the school commander.

CL Score WAIVER:

Armed Services Vocational Aptitude Battery (ASVAB) Clerical (CL) Score Waivers. Soldiers not meeting the minimum ASVAB CL scores must submit a request and be granted a waiver from the proponent **prior** to attending 42A and 44C course. Unit commanders submit written waiver request to the Commander, Soldier Support Institute, ATTN: ATSG-QA, FT Jackson, South Carolina 29207-7065 or Fax request to (803) 751-8239 for consideration.

PREREQUISITES

These prerequisites are derived from the Program of Instruction (POI) for each MOS, DA Pam 611-21 and TR 350-70.

Soldiers holding the 42L MOS are **not** required to attend formal 42A training in order to receive the MOS. Transition training is available through www.atsc.army.mil. The Course is the 42A Human Resource Certification course consisting of 6 sub-courses once completed you receive completion certificate in the mail. After you receive completion certificate you will be eligible to request awarding of the 42A MOS. It is your units responsibility to submit DA FM 4187 with this certificate in order to be awarded the \$A MOS. Make sure you complete the correct course according to your grade. There are only 2 courses one is for E5 and below and the other is for E6 and above. If you need instructions on how to enroll in the course email SFC Hill at jeanette.hill1@us.army.mil I will email or fax enrollment instructions.

ASI F5-Postal Opns Sp (42L1O) - A two-phased course: Ph 1 is taught by USAR; Ph 2 is taught at Proponent School, Ft Jackson, SC (school code 805C).

Minimum CL scores applicable for 42LF5 are:

- 95 for aptitude test administered prior to 2 Jan 02
- 92 for test administered on or after 2 Jan 02 and prior to 1 Jul 04
- 90 for test administered on or after 1 Jul 04

44C10 TATS Finance Specialist - Two-phase course. Ph 1 can be taught IDT/AT; Ph 2 is taught AT.

Minimum CL scores applicable for 44C10 are:

- 105 for aptitude test administered prior to 2 Jan 02
- 103 for test administered on or after 2 Jan 02 and prior to 1 Jul 04
- 101 for tests administered on or after 1 Jul 04

42A10 Human Resources Specialist - Two-phase course. Ph 1 is taught IDT/AT; ph 2 is taught AT.

Minimum CL scores applicable for 42A10 are:

- 95 for aptitude test administered prior to 2 Jan 02
- 92 for test administered on or after 2 Jan 02 and prior to 1 Jul 04
- 90 for test administered on or after 1 Jul 04

Phase II Specific: Completion of phase I

42A30 Human Resources Specialist BNCOC. This is a three (3) Phase BNCOC. Ph 1 is CLT ; Phases 2-3 are the technical MOS phases. Phase 3 has a 72-hour FTX; soldiers are required to bring their own equipment for the FTX. Soldiers with temporary profiles are not authorized to attend NCOES.

- a. Hold rank of SGT/SSG.
- b. Possess PMOS/SMOS of 75H/75B.
- c. Successfully completed PLDC and Phase I BNCOC.

- d. Be performing in or pending assignment to SL 3 supervisory 75H3O position.
- e. Fulfill 6-month service remaining obligation upon completion of the course (Phase 3).
- f. Meet height/weight standards of AR 600-9.

Phase 2-3 Specific:

Completion of previous phases in sequence

42A40 (75H4O) Human Resources Specialist ANCOC - This is a two (2) Phase ANCOC. Both Phases are the technical MOS phases. Phase 2 has a 72-hour FTX; soldiers are required to bring their own equipment for the FTX. Soldiers with temporary profiles are not authorized to attend NCOES.

- a. Hold rank of SSG/SFC.
- b. Successfully completed BNCOC.
- c. Meet height/weight standards of AR 600-9.

131-TAITS Total Army Instructor Training Course:

- a. Be assigned or pending assignment as an Instructor.
- b. Meet height and weight standards of AR 600-9.
- c. Must have passed the most recent APFT.

131-F13 Small Group Instructor Training Course (SGITC):

- a. Have a certificate of completion from the Battle Focused Instructor Training Course (BFITC) or another approved Army Instructor Training Course (ITC).
- b. Be assigned or pending assignment as a small group instructor

For additional information on prerequisites, go to:

<https://perscomnd04.army.mil/mosmartbk.nsf/> refer to chapter 10 of the smart book.